

## MILPERSMAN 1440-010

### 16. Conversion to the Master-at-Arms (MA) Rating

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#### Governing Directives

SECNAVINST 1160.1A, Enlisted Bonus, Special Duty Assignment And Foreign Language Proficiency Pay Programs  
NAVPERS 15909F, Enlisted Transfer Manual (ENLTRANSMAN)  
BUPERSINST 1430.16D, Advancement Manual (ADVMAN)  
OPNAVINST 6110.1F, Physical Readiness Program

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**Background:** The MA rating provides commands with force protection/antiterrorism specialists who perform base defense, law enforcement, and physical security duties. MA's enforce appropriate orders and regulations, make apprehensions, conduct investigations and prepare required records and reports. Due to the unique functions and trust inherent in the MA rating, the quality of personnel selected is of paramount importance and requires strict adherence to eligibility criteria. MAs are worldwide assignable to CONUS, OCONUS, sea, shore, and hostile-fire duty assignments.

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#### Service Requirements:

Applicants must:

- Have an ASVAB test score of WK + AR=100 (minimum WK of 45)
- Be a United States Citizen and eligible for a Secret security clearance (non-waiverable)
- Have no NJP or convictions in a civilian or military courts in the three years preceding application. Personnel with repeated military offenses, or a conviction by civilian or military authorities for any offense reflecting unfavorably upon their integrity, are ineligible for the MA rating. Personnel with a domestic violence conviction are ineligible (non-waiverable).
- Must hold a valid state driver's license (no suspended license)
- Have an excellent command of the English language, both verbal and written. Have no speech impediments and ability to write effectively
- Have tested negative in a drug screening test within last 30 days
- Have no history of mental impairment or disorder, emotional instability, alcoholism, drug abuse, or other physical condition that impairs the performance of law enforcement and security duties
- Have normal color perception, vision correction to 20/20, and normal hearing
- Be interviewed and recommended by one of the following: Limited Duty Officer (649X), Chief Warrant Officer (749X), or E-7 or above rated MA. If one of the

above is not assigned to the command, the requirement can be fulfilled by a similar individual from another command

- Be in good physical condition capable of sustained exertion, meet body fat standards, have not been out of body fat standards within one year of the date of the application, have successfully passed the last two PRT cycles, and be fit for full duty.
- Have a minimum of 36 months obligated service remaining on current enlistment from date of conversion to MA
- Meet world-wide assignability criterion
- Any waiver requests must be included in the NAVPERS 1306/7, Enlisted Personnel Action Request, remarks section

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**Application Procedures:** Each applicant's motivation, qualifications, background, experience and potential to succeed, as an MA will be considered, as well as the needs of the Navy. Service needs take precedence. When eligibility criteria is met, submit the following to COMNAVPERSCOM (PERS-811):

- NAVPERS 1306/7 signed by the CO/OIC (No 'by direction' signatures)
- Copies of performance evaluations covering the last three years and copies of any evaluations covering performance as a Law Enforcement Specialist (NEC 9545)
- Letter of recommendation from Security Officer/Senior MA (MAC or above) specifically stating member meets all eligibility requirements

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**Selectees:**

- Personnel selected will be converted to MA upon successful completion of formal schooling or lateral conversion for personnel currently holding NEC 9545.
- Personnel selected for conversion via MA "A" School must maintain eligibility as outlined in "Service Requirements". Failure to maintain eligibility requirements will automatically result in a review for continued conversion.
- GENDETs who have served 18 months or more on active duty and successfully complete MA "A" School will be promoted to PO3 upon successful completion of MA "A" School.

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**Forced Conversions:** Forced conversions into the MA rating will not be considered (non-waiverable).

- Personnel receiving formal disciplinary action for minor infractions, e.g., NJP, or civilian court will not normally be considered for forced conversion from the MA rating on the first offense. These personnel shall be enrolled in a formal probationary period, not to exceed one-year, and receive appropriate counseling, training, or as required be processed for administrative separation. Personnel placed on formal probation will receive a NAVPERS 1070/613, Administrative Remarks, documenting the probationary period duration, counseling and retraining plan. The entry will contain a statement concerning the potential for administrative separation for failure to complete the probationary period and/or additional formal disciplinary actions within the probationary period. The NAVPERS 1070/613 entry must be acknowledged in writing by the individual and witnessed by either the Security Officer or Assistant Security Officer.

- In addition to a loss of any of the prerequisite qualifications, personnel should be considered for forced conversion if they have been convicted of crimes such as domestic violence (Laudenburg act) or other crimes which significantly diminishes their credibility in legal proceedings or impairs their ability to perform security and law enforcement duties.
- Forced conversion procedures are provided in MILPERSMAN 1441-010.9

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**No Fault Reversion/Conversion:** Requests for reversion of personnel whose suitability for continued service in the MA rating is questionable will be sent to COMNAVPERSCOM (PERS-811). Such requests must include a detailed description of the circumstances or reasons why member is no longer eligible to perform the duties of the MA rating and be adequately supported, in fact, by enclosures (e.g., evaluations, counseling sheets, training records, etc.). Unsuitability includes, but is not limited to, failure to maintain weapons proficiency, security clearance, medical, etc. This no fault reversion/conversion process should not be used where administrative processing is more appropriate. See MILPERSMAN 1440-050 for no fault reversion to former rating procedures.